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# USAREUR Bulletin

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Number 17

HQ USAREUR/7A, Unit 29351, APO AE 09014

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This bulletin expires 1 year from date of publication.

## PRIVACY AND SECURITY NOTICES

Every Army organization that maintains a website must display a privacy and security notice in a prominent location on at least the first page of all major sections of each website. Each notice must clearly and concisely inform visitors to the site on what information the activity collects about individuals, why it is collected, and how it will be used.

HQDA has directed that commanders review their websites to ensure that the main pages have appropriate, accurate, and prominently displayed privacy and security notices. This review should be completed by 30 September 2000 and should—

- Determine what data, if any, is being collected and stored.
- Determine if the data being collected is appropriate or useful to the mission of the organization. Unnecessary data collection must be discontinued.
- Ensure that the privacy notice accurately describes data-collection activities.
- Ensure that privacy and security notices are revised and posted as necessary.

AR 25-1, Army Information Management, provides the Army policy on posting privacy and security notices on Army websites.

## USING MICROSOFT WINDOWS 2000 OPERATING SYSTEMS

Microsoft Windows 2000 (Win2K) operating systems have not been rigorously tested throughout the Army on existing systems and networks. Although some units have procured Win2K, the approved USAREUR architecture calls for units to move toward using New

Technology (NT) Workstation or Windows 2000 Professional as funds become available. The follow-on transition to Win2K servers is not scheduled until April 2001. USAREUR support for Win2K will not be available until that time.

In the meantime, USAREUR organizations—

- Should no longer procure or deploy Windows 95/98 operating systems. Win2K servers are not authorized. The approved baseline for desktop operating systems is either Windows NT Workstation or Windows 2000 Professional.
- Will not implement the Win2K Active Directory (AD) and will ensure that Dynamic Domain Name System (DDNS) update settings are disabled before activating the Win2K in test or production environments. Without careful consideration of these steps, the potential exists to alienate entire enclaves of the Army domain, because of incompatibilities with the existing Domain Name System (DNS) infrastructure. Organizations that apply AD may lose enterprise capability and have to rebuild their AD installations to reconnect with the USAREUR enterprise.
- Will verify DOD- and USAREUR-developed Win2K standard configurations and security settings in an activity-specific test environment before using Win2K in a production environment.

The Army enterprise directory architecture is scheduled to be implemented by November 2000. The transition to Win2K in USAREUR will start about 2 to 3 months after the Army's implementation.

## APPLYING FOR U.S. PASSPORTS IN GERMANY

USEUCOM personnel (military and civilian) in Germany and their family members who need to apply for U.S. passports must go to the passport office at their servicing passport services agency.

Passport and identification card offices are usually the same office.

Many USEUCOM personnel and their family members have been reporting directly to U.S. consular officials in Germany for passport processing. This violates USAREUR Regulation 600-290/USNAVEUR Instruction 4650.2/USAFE Instruction 36-3101 and wastes time and money.

A passport-acceptance agent (PAA) at the passport office will help applicants complete applications and required affidavits and statements, administer oaths, assemble actions, and send them through the Military Courier System as follows:

- Applications for official passports (red) will be sent to the Special Issuance Agency in Washington, DC.
- Applications for regular no-fee and regular fee (tourist) passports (blue) will be sent to the servicing U.S. consulate unless the applicant's personal appearance is required.

Using the Military Courier System helps applicants, military installations, and consular offices avoid inconvenience and saves them time and money.

The Special Issuance Agency or the servicing U.S. consulate will complete the processing and send the passports to the PAA at the passport office. The PAA will notify applicants when their passport is ready. Processing official passports usually takes 4 to 6 weeks. Processing regular passports usually takes 2 to 3 weeks. USEUCOM personnel and their family members can get more information on passport-application procedures from their local passport office and USAREUR Regulation 600-290/USNAVEUR Instruction 4650.2/USAFE Instruction 36-3101 at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

## SCHOOL SAFETY

Each year children are injured when walking to school. This is caused by children who are not alert, careless drivers, and by parents who fail to teach basic safety.

Personnel should use extra caution when driving, especially in housing areas. Children, especially kindergarten and first-grade students, should be taught simple steps to keep them safe when they walk or travel to and from school.

When walking to school or to a schoolbus stop, students should—

- Never run or engage in horseplay.
  - Go with a “buddy.”
  - Leave pets at home.
  - Stay on the sidewalk.
  - Cross streets only at marked crosswalks. When crossing streets, stop; look left; look right; then, look left again; step into the street only when the way is clear of traffic. Go straight across the street, watching left and right.
  - Carry personal belongings in a bookbag or backpack.
- Students who take a bus to school should—
- Arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
  - While waiting for the bus, stand at least five steps back from the curb; do not push, shove, or engage in horseplay.
  - Form a single line after the bus has arrived and stopped. Wait in line until the driver has opened the door.
  - Get on the bus in single file, carrying personal belongings in front.
  - Never push or shove.
  - Hold the handrail when going up the steps.
  - Show the driver a buspass.

- Quickly find a seat and sit down.

While riding the bus, students should—

- Remain seated when the bus is in motion.
  - Keep all body parts (head, arms, hands, legs, feet) inside the bus.
  - Hold personal belongings in lap; keep them out of the aisle and off seats.
  - Talk quietly.
  - Promptly obey the bus driver's instructions.
- When getting off the bus, students should—
- Wait until the bus has completely stopped before standing.
  - Use only the front door to exit.
  - Hold the handrail when going down the steps.
  - Walk five steps in a straight line away from the bus and stop; wait until the bus has left before leaving.
  - Never walk behind or in front of the bus.

## CENTRALIZED PROCUREMENT OF COMMANDER'S COINS IN USAREUR

The policy in memorandum, HQ USAREUR/7A, AEAGD-TS, 1 September 1999, subject as above, will continue in effect until 1 September 2001.

## USAREUR PUBLICATION RESCISSIONS

The following USAREUR publications are rescinded (proponent staff offices at HQ USAREUR/7A are shown in parentheses):

- USAREUR Regulation 37-44, Class-A Agent and Ordering-Officer Procedures During Contingency Operations, 17 June 1993 (SFAO)

- USAREUR Poster 190-34, Basic Vehicle Registration Requirements, 1 February 1993 (OPM)

## HOW TO USE THIS BULLETIN

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